



## HOME OCCUPATION BUSINESS LICENSE PACKET

### HOME OCCUPATION DEFINED:

Commercial and industrial activities should be conducted in zones where such activities are specifically permitted. However, limited business activities may be conducted within residences located in the City if the business activities strictly comply with all home occupation requirements as set out in Cottonwood Heights City Code.

A Home Occupation means any use conducted entirely within a dwelling and carried on by one person residing in the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the dwelling or property for residential purposes, and in connection with which there can be a display of stock in trade. The Storage of stock in trade shall be a maximum of 250 cubic feet. "Stock in trade" being any item offered for sale which was not produced on the premises.

The home occupation shall not involve the use of any accessory building or yard space or activity outside the main building. Parking for a home occupation shall be limited to two (2) available parking spaces on the subject property where automobiles are customarily parked.

- If you're looking for information on starting a new business please refer to [www.business.utah.gov](http://www.business.utah.gov).
- All Federal and State requirements pertaining to your business must be completed before submitting your application to Cottonwood Heights.
- To register a new business you can go to [www.business.utah.gov/registration](http://www.business.utah.gov/registration) for one stop registration.
- Your business name must be registered with the Utah State Department of Commerce, (unless you are doing business under your own name). Verification must be provided
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and/or a Utah State Sales Tax Numbers.
- If your business or occupation requires State Licensing, (contractor, cosmetology, insurance, etc.). Verification must be provided.
- Bonding and Investigations may be needed, depending on business type.
- All applications must be filled out completely. **Be very detailed when describing your business activities. Please state that you are operating a home office and also describe what you do, if customers will be coming to the home indicate how many in a designated period of time, and where equipment and supplies will be stored.** Missing information may cause a delay in processing.
- Completed and submit the Fire Department Self Inspection form.
- Licensing Fee: \$100.00 (Fee schedule attached)  
\$50.00 - For businesses grossing less than \$1,500.00 per year.
- Once a business license application and fees are submitted processing can take approximately 2 weeks; applications requiring Conditional Use Permits and Health Department approval may take longer.
- If you have any questions please contact Business Licensing at (801)944-7067 or [businesslicense@ch.utah.gov](mailto:businesslicense@ch.utah.gov).

## **NEW BUSINESS COMPLIANCE CHECKLIST**

This is only a guideline. Depending upon your business type this list may not be complete. Please contact the agencies listed for help in deciding which items apply to your specific business situation. It is the responsibility of the owner/manager to seek out all governmental agencies involved in the regulations of their business.

### **ZONING**

Contact your local zoning office to ensure that your business location is properly zoned for commercial use.

Cottonwood Heights

Place: 1265 East Fort Union Blvd. #250

Phone: (801) 944-7060 [mjohnson@ch.utah.gov](mailto:mjohnson@ch.utah.gov)

### **REGISTRATION OF A BUSINESS NAME**

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce. A

\$22.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-4849 [www.commerce.utah.gov](http://www.commerce.utah.gov)

### **FEDERAL EMPLOYER'S TAX I.D. NUMBER**

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East

Phone: 1-800-829-1040 [www.irs.ustreas.gov/formspubs/index.html](http://www.irs.ustreas.gov/formspubs/index.html)

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East

Phone: 1-800-829-1040 [www.irs.gov](http://www.irs.gov)

### **STATE TAX INFORMATION**

For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number contact the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-2200 [www.tax.utah.gov](http://www.tax.utah.gov)

### **STATE BUSINESS LICENSE**

Under certain circumstances, a special state business license may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, doctors, contractors, etc.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6628 [www.dopl.utah.gov](http://www.dopl.utah.gov)

### **HEALTH DEPARTMENT SERVICES**

Place: 788 East Woodoak Lane (5400 South)

Environmental Health

Phone: 313-6600

Food Protection

Phone: 313-6620 [www.slvhealth.org/eh](http://www.slvhealth.org/eh)

### **ALCOHOLIC BEVERAGE CONTROL**

Contact the State Department of Alcoholic Beverage Control if you plan on selling ANY ALCOHOL OR BEER on premise.

Place: 1625 South 900 West

Phone: (801) 977-6800 [www.abc.utah.gov](http://www.abc.utah.gov)

### **UTAH STATE CHILD CARE**

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

OFFICE OF LICENSING:

Place: 120 North 200 West

Phone: (801) 538-4034 [www.health.utah.gov/licensing](http://www.health.utah.gov/licensing)

### **MOTOR VEHICLE ENFORCEMENT**

Contact the DMV for dealer, auto body, and vehicle licensing.

Place: 210 North 1950 West

Phone: (801) 297-2600

### **MINIMUM WAGE LAWS**

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. Contact the U.S. Department of Labor, Wage, Hour and Public Contracts Division.

Place: 10 E. South Temple St. Federal: [www.dol.gov/dol/topic/wages/minimumwage.htm](http://www.dol.gov/dol/topic/wages/minimumwage.htm)

Phone: (801) 524-5706 State: <http://jobs.utah.gov/opencms/wi/pubs/wni/>

### **UNEMPLOYMENT INSURANCE**

Unemployment insurance, both state and federal, is generally required in firms with one or more employees. Contact the Department of Workforce Services.

Place: 140 East 300 South

Phone: (801) 526-9675 <http://jobs.utah.gov/ui/Employer.asp>

### **WORKERS COMPENSATION FUND**

Workers compensation insurance is required of all employers. Insurance may be obtained from private companies or the State Insurance Fund. Contact the Industrial Commission Workers Compensation Division. Businesses without employees may be required to complete an exclusion policy.

Place: 160 East 300 South

Phone: (801) 530-6800

### **PROPERTY TAXES**

Property taxes are levied on land, building and equipment used in business. Contact the County Assessor.

Place: 2001 South State Street

Phone: (801) 468-3050 [www.assessor.slco.org](http://www.assessor.slco.org)

For cost or price, contact the Treasurer's Office at (801) 468-3400.

### **BUREAU OF CRIMINAL IDENTIFICATION**

Contact BCI for a criminal history disclosure, i.e. felony or misdemeanor citations, etc.

Place: 3888 West 5400 South (Take 2700 West South to 5400 S. Turn West. Just beyond Bangerter HWY. behind McDonalds)

Phone: (801) 965-4445 [www.bci.utah.gov](http://www.bci.utah.gov)

### **TOBACCO/CIGARETTES SALES**

If you sell cigarettes and/or tobacco you must obtain a license from the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-3540 [www.tax.utah.gov/tobacco](http://www.tax.utah.gov/tobacco)

### **IMPORT/EXPORT LICENSING**

If you are interested in importing or exporting into Utah contact the following agencies for rules and regulations.

US Customs:

Importing [www.customs.gov/xp/cgov/import/](http://www.customs.gov/xp/cgov/import/)

Exporting [www.customs.gov/xp/cgov/export/](http://www.customs.gov/xp/cgov/export/)

Utah Exporting:

<http://www.buyusa.gov/utah/>

### **BULK SALES ACT**

When purchasing a business, the purchaser is potentially subject to liability for all debts of the acquired business. Compliance with the Utah Bulk Sales Act is a means of limiting this liability. Seek competent legal advice in order to comply with this act.

### **SAFETY REGULATIONS**

Contact the Department of Occupational Safety and Health (UOSHA)

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6901 <http://laborcommission.utah.gov/UOSH/index.html>

### **BETTER BUSINESS BUREAU**

### **CONSUMER PROTECTION**

### **DEPARTMENT OF AGRICULTURE**

### **DIVISION OF FINANCE**

(801) 892-6009

(801) 530-6601

(801) 538-7100

(801) 538-8838

### **DIVISION OF REAL ESTATE**

### **INSURANCE DIVISION**

### **SOCIAL SECURITY**

(801) 530-6747

(801) 538-3800

(801) 268-1060

### GENERAL ADMINISTRATION FEES

All business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.

	<b>Base Fee</b>
New Business Fee (Commercial)	\$170.00
Renewal Fee (Commercial)	\$120.00
New / Renewal Home Occupation Fee	\$100.00
New / Renewal Home Occupation Fee (Grossing less than \$1500 per year)	\$ 50.00
Temporary License Fee	\$ 80.00
Special Event License Fee	\$100.00

### DISPROPORTIONATE FEES BASED ON SPECIAL REGULATIONS/INSPECTIONS AND DISPROPORTIONATE FEES BASED ON DISPROPORTIONATE CALLS FOR SERVICE

The following business license fees are in addition to the general administration fees specified above, and are charged to recover the city's disproportionate cost of special regulations/inspections and 25% of the disproportionate cost of calls for service from police and fire departments that exceeds the basic level of such services provided in the city. Total business license fees are determined by adding the general administration fee, any applicable disproportionate fees, and any enhanced level of service fees applicable to a business; provided, however, that for the business classifications specified below, such total is restricted to 125% of the average total business license fees paid in 2006 by businesses of the same classification. The business classifications to which the 125% limit applies, and the dollar amount of the limit for each such business classification, is shown below.

	<b>Special Regulation/ Inspection</b>	<b>Disproportionate Calls for Service</b>	<b>125% Limit*</b>
Apartments	\$25 per location		Does not apply
Alcohol	\$443 per location		Does not apply
Assisted Living/Nursing Homes	\$150 per location	\$2.50 per bed	Does not apply
Big Box Retail (40,000, or more sq feet of floor area)	\$265 per location	\$8.75 per employee	Does not apply
Commercial Day Care/Preschool	\$555 per location	\$60 per location	\$297
Home Day Care/Preschool	\$555 per location		\$153
Convenience Store/Service Stations	\$133 per location	\$477 per location	\$980
Financial Services	\$208 per location	\$224 per location	Does not apply
Retail Fireworks	\$38 per location		Does not apply
Food and Grocery Stores	\$265 per location	\$1,615 per location	\$2,417
Medical Services		\$50 per location	Does not apply
Pawn Brokers	\$340 per location	\$410 per location	Does not apply
Pharmacies	\$40 per location		Does not apply
Private Clubs	\$265 per location	\$1,197 per location	\$1,051
Repair and Maintenance (Motor Vehicle)		\$150 per location	\$176
Restaurants (without Alcohol)	\$265 per location	\$195 per location	\$471
Restaurants (with Alcohol)	\$265 per location	\$195 per location	\$1015
Sexually Oriented Businesses		\$1,650 per location	Does not apply
Short Term Rentals – Conditional Use Permit	\$350 per unit		Does not apply
Special Events	\$168 per event		Does not apply
Solicitors	\$25 per solicitor		Does not apply

\* This 125% Limit applies to the total aggregate fee which includes all administration fees, regulatory and inspection fees and disproportionate (call for services) fees. For example, a grocery store would have a administrative fee of \$120 an inspection fee of \$265, and if they sell alcohol a regulatory fee of \$443, and if they sell fire works a regulatory fee of \$38 and a fee to cover 25% of disproportionate calls for service of \$1,615, all totaling \$2,480. The \$125 limit would apply and that limit would be \$2,417.

# Business License Application



**COTTONWOOD HEIGHTS  
BUSINESS LICENSE APPLICATION**  
1265 E Fort Union Blvd  
Suite #250  
Cottonwood Heights, UT 84047  
p.801.944.7067 f.801.944.7007

\*\*\*\*\* OFFICIAL USE ONLY \*\*\*\*\*

License Number \_\_\_\_\_

- ☐ New Application  
☐ Change of Owner/Location  
☐ Other \_\_\_\_\_

Location Type: ☐ Residential ☐ Commercial

Is this a new type of Business at this Location: ☐ Yes ☐ No

Ownership: ☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation

\*LLC, Corporations & Partnerships must provide a current list of Corporate Officers, Partners, Members, Directors & Registered Agents.

Is Business Name Registered with the State: ☐ Yes ☐ No

Federal Tax ID#/SS# \_\_\_\_\_

Utah Sales Tax # \_\_\_\_\_

State License # & Type (if Applicable) \_\_\_\_\_

Business Name \_\_\_\_\_

DBA Name \_\_\_\_\_

Business Address (Physical, no PO Box) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_

Description of Business Activities \_\_\_\_\_

(If Home Occupation, please indicate Home Office Only, Details on Shipping/Storage & if clients in your home - how many per week)

After Hours Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

Enter Below the names of Owners, Partners, or Corporate Officers and a Local Manager

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Drivers License #/Work ID # \_\_\_\_\_

US Citizen

☐ Yes ☐ No

Drivers License #/Work ID # \_\_\_\_\_

US Citizen

☐ Yes ☐ No

Fee Amount

Administration Fees \_\_\_\_\_ \$  
Inspection \_\_\_\_\_  
Disproportionate \_\_\_\_\_  
125% Limit \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

\*\*\*\*\* OFFICIAL USE ONLY \*\*\*\*\*

Approvals \_\_\_\_\_

Zoning \_\_\_\_\_

Code Enforcement \_\_\_\_\_

Fire \_\_\_\_\_

Police \_\_\_\_\_

Health \_\_\_\_\_

The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Cottonwood Heights and a license has been issued. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been state above. It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## HOME BUSINESS SELF FIRE INSPECTION FORM

This form is to be completed by the applicant.

All of the information contained in this report is considered applicable unless otherwise specified.

Any questions please contact the UNIFIED FIRE AUTHORITY Cottonwood Heights Area Inspector at 743-7270

**Circle the most applicable answer to all questions:**

Business Name : \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

<u>AREA OF INSPECTION</u>	<u>WHAT TO INSPECT</u> <small>Unless otherwise stated if the answer to any question is "NO" a Fire Department Inspection MAY be required.</small>	<u>DOES THE AREA/ITEM COMPLY</u>
1. <u>Address</u>	Shall be a minimum of 4" in height and visible from street (free from bushes, shrubs, etc.)	<u>N/A</u> <u>YES</u> <u>NO</u>
2. <u>Exits/ Hallways</u>	All exit doors SHALL remain clear and free of ALL obstructions; (Boxes, storage, deliveries, etc.)	<u>N/A</u> <u>YES</u> <u>NO</u>
3. <u>Fire Extinguishers</u>	At least one 5lbs Commercial "2A10BC" serviceable (metal head and neck) extinguisher. Permanently mounted in common area of home/business. Required to have an annual inspection by a certified technician.	<u>N/A</u> <u>YES</u> <u>NO</u>
4. <u>Storage</u>	Shall be no storage under stairways. Shall maintain 36" clearance around all electrical panels. Shall have no storage around furnace, water heater or any fuel-fired appliances.	<u>N/A</u> <u>YES</u> <u>NO</u>
5. <u>Misc. Storage</u>	Are you storing any flammable or combustible liquids? Are you storing any hazardous materials? (If answer to either of these questions is yes a fire department inspection Shall be required)	<u>N/A</u> <u>YES</u> <u>NO</u>
6. <u>Electrical</u>	Shall not use any extension cords as permanent wiring (exceeding 3 days). Any open slots in an electrical panel shall have approved cover placed in open slot (Never tape across breakers). All light switches and outlets shall have approved covers. Shall not have surge protectors plugged into another surge protector or extension cord.	<u>N/A</u> <u>YES</u> <u>NO</u>
7. <u>Smoke/CO Detectors</u>	Shall have one every level. Shall be tested monthly and batteries changed twice a year.	<u>N/A</u> <u>YES</u> <u>NO</u>
8. <u>Space Heaters</u>	Shall be UL Listed and Shall be kept clear off all combustibles.	<u>N/A</u> <u>YES</u> <u>NO</u>
9. <u>Residential Fire Sprinkler System</u>	If your home has a residential fire sprinkler system, does it have a current inspection tag? (If the answer to this question is NO a fire department inspection is required.)	<u>N/A</u> <u>YES</u> <u>NO</u>

I hereby certify that the information is true and correct to the best of my knowledge.

Business/Home Owner \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_